

I/ITSEC 2015 REGULAR MEMBER EXHIBIT SPACE CONTRACT

Contact Information:

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Pre-Show Contact Mailing Information:

☐ PLEASE CHECK IF THIS INFORMATION HAS CHANGED

Exhibiting Company:

Contact: Title:

Address:

City: State: Zip:

Country:

Phone: Fax: Cell Phone:

E-Mail: Website:

2015 Space & Package Rates:

Industry:

In-Line Booth	\$33.00 per sq ft
Corner Booth	\$34.00 per sq ft
Island Booths	\$35.00 per sq ft

Government:

\$500 (first 10x10) Industry Rates

Academia:

\$1,000 (first 10x10) Industry Rates

Custom Booth Packages:

10x10 Exhibit Package	\$7,000.00
10x20 Exhibit Package	\$13,000.00

Please contact Debbie Langelier directly for Custom Booth Packages.

Schedule of Payment:

29 January 2015:

Priority Booth Selection for Regular Members. Contract must be returned with a 50% deposit. If paying by check, a credit card must also be provided. No space will be held or reserved without a deposit.

07 August 2015:

Remaining balance due for reserved space. Payments not received by this date will automatically be charged to the credit card on file. Space will be released if balance is not received by this date.

Charge balance on credit card provided: Initial _____

Type of Booth Selected:

Booth Size: (x) Total Square Feet:

Sq Ft Price: Total Booth Fee:

Membership Discount: Amount:

Cost after discount:

Deposit: Balance

Deposit must be 50% or greater to reserve space

Sample:

Booth Size: (20 x 20) Total Square Feet: 400

Sq Ft Price: \$32.00 Total Booth Fee: \$12,800.00

Membership Discount: If applicable Amount: \$1,280.00 (10%)

Cost after discount: \$11,520.00

Deposit: \$5,760.00 Balance: \$5,760.00

Deposit must be 50% or greater to reserve space

Booth Selection:

Confirmation of your exhibit space will be confirmed no later than February 05, 2015. Please select up to 10 locations; if after 10 choices your location is not available, a member of the NTSA Exhibit Staff will contact you to review options.

1. 2. 3. 4. 5. 6. 7. 8. 9. 10.

Membership Status:

Continuous Corporate membership is required in order to maintain Early Space Selection privileges and booth discount for I/ITSEC 2015. If NTSA membership dues have not been received by the end of the membership renewal period, this contract will also authorize NTSA to charge your NTSA Membership dues to the same credit card supplied for exhibit space. If dues cannot be paid via the credit card supplied for exhibit space, your exhibit space will be subject to forfeit and no refunds will be made available.

Payment, Cancellation and Refund Information:

ALL PAYMENT MUST BE MADE IN US DOLLARS. Full payment is due by **07 August 2015**. Payments not received by this date will automatically be charged to the credit card on file. Failure to submit full payment by 07 August 2015 will result in immediate forfeiture of your assigned space. Once forfeiture occurs, you will be required to resubmit this application, with full payment and reassigned exhibit space.

Cancellations must be submitted in writing to the NTSA Director of Exhibits. Cancellations received prior to 07 August 2015 will receive a 50% refund of the "total" booth fee, less 10% administration fee. No refunds will be issued for cancellations after 07 August 2015 and monies may not be applied to future trade shows. Reduction in booth size is considered a cancellation, and above fees will apply for the value of the space returned to NTSA. NTSA reserves the right to relocate any exhibitor's booth that requests a space reduction.

If you should cancel your booth space for I/ITSEC 2015, you will not be allowed to select booth space for I/ITSEC 2016 until after all Regular members have selected their space.

Method of Payment:

Credit Card:

Amount to be charged:

☐ American Express ☐ MasterCard ☐ VISA ☐ Diners Club

Credit Card Number:

Exp. Date:

Security Code:

Cardholders Name:

Cardholders Signature:

Date:

For those exhibitors paying by wire transfer, please insure that **ALL BANK FEES** are included in initial payment.

Check Enclosed #:

(Make all checks payable to NTSA- I/ITSEC 2015)

Purchase Order#:

(Purchase orders will not guarantee space reservation)

Agreement:

NTSA is hereby authorized to reserve booth space for our use at I/ITSEC 2015 in Orlando, Florida; 30 November - 04 December 2015. I agree to abide by all the rules in the official Planning Guides and acknowledge that they are part of this contract and agree to abide by all the requirements, restrictions and obligations.

Authorized Signature:

Date:

For NTSA Use Only:

Date Received: _____	NOTES: _____
Booth Size: _____	_____
Booth Assigned: _____	_____
Booth Type: _____	_____
Membership Status: _____	_____
Accepted by: _____	_____

Rules & Regulations Governing the Exhibit

ORGANIZER: The word "Organizer" as used herein shall mean the sponsoring organization association or institute or its officers, agents or employees acting for it, in the management of the exhibit. In this instance, Organizer shall be the National Training and Simulation Association (NTSA).

EXHIBIT ELIGIBILITY / CHARACTER OF EXHIBIT: The Organizer reserves the right to determine the eligibility of any company or product for inclusion in the Exhibit. The character of all exhibits is subject to the approval of Organizer. Organizer reserves the right to refuse contacts that do not meet I/ITSEC standards and to curtail exhibits or parts thereof that do not appropriately reflect the character of the meeting. This reservation applies to persons, conduct, and articles of merchandise, printed matter, souvenirs, catalogs and any other items, without limitations, that affect the character of the exhibit or meeting. Exhibits are restricted to products and services related to the professional nature of I/ITSEC.

LIMITATION OF LIABILITY: (A) Neither the management of the host facility nor NTSA/NDIA shall be liable for the damage, loss or destruction to the exhibits by reason of fire, theft, accident or other destructive causes. Exhibitor shall lease booth(s) at his sole risk. Neither the management of the host facility, NTSA/NDIA nor any of their agents, servants or employees will be accountable or liable for accidents to exhibitors, their agents or employees. (B) The exhibitor shall be liable to the host facility and or NTSA/NDIA for any damage to the building and/or the furniture and fixtures contained therein which shall occur through acts or omissions of the exhibitor. (C) Exhibitor assumes the entire responsibility and hereby agrees to protect, indemnify, defend and hold harmless NTSA/NDIA, the host facility, their officers, employees, and agents against all claims, losses and damages to persons, property, governmental charges or fines, and attorney's fees arising out of or caused by exhibitors installation, removal, maintenance, occupancy, or use of the exhibition premises or any part thereof, including any outside exhibit areas. (D) Exhibitor acknowledges that NTSA/NDIA does not maintain and is not responsible for obtaining insurance covering exhibitor's property. Exhibitors are advised to obtain business interruption and property damage and loss insurance to cover such occurrences.

CHANGES & FORCE MAJEURE: The Exhibition date and hours are as indicated on show related website and material. NTSA reserves the right to change the Exhibition date or hours for any or no reason whatsoever. In such event, NTSA shall attempt to notify exhibitor as much in advance as reasonably possible. NTSA shall not be liable hereunder and shall be excused for performance for any failure or delay in the performance of its obligations on account of: Acts of God (e.g., earthquake, fire, flood, tornado, etc.), Acts of government (e.g., war, embargo, travel restrictions, etc.), Acts of man (e.g., terrorism, strike, etc.) or any other acts or omissions beyond the reasonable control of NTSA.

AGE RESTRICTIONS: Ages twelve through fifteen are allowed on the floor *during exhibit hours only* and only with a parent or chaperone; children under twelve will not be granted access at any time. Youth must remain with their chaperone and students will be required to provide student ID. Absolutely no one under the age of 16 will be allowed access to the exhibit hall during set up/removal periods.

ATTENDANCE: The Organizer shall have sole control over attendance policies at all times. NTSA does not warrant or guarantee any particular results of the exhibition, nor does it guarantee a particular number of attendees or exhibitors.

ITAR & EAR REGULATIONS: Vendor displays are subject to the International Traffic in Arms (ITAR) and the Export Administration Regulations (EAR) and are limited to public domain information (ITAR Sec.120.11). In addition, displays, literature and discussions will NOT reference missions, operations or units. NTSA does not enforce ITAR and EAR Regulations, please check with your internal security officer on these matters.

FLOOR PLAN: The Organizer reserves the right to rearrange the final floor plan based on unsold or unoccupied exhibit space.

INSURANCE: Fire and theft insurance, if so desired must be taken out by each exhibitor at his own expense.

DEFACING OF BUILDING: Exhibitors are liable for any damage caused by fastening displays or fixtures to the building floors, walls, or to the standard booth equipment, or damage caused in any other manner. Exhibitors may not apply paint, lacquer, adhesive or any other coating to the building walls and floors or to standard booth equipment.

ISLAND BOOTHS: No pipe and drape will be provided for island booths. The maximum height limit for island booths is **22'** (6.70m) including signage. This regulation is in effect where the ceiling height of the OCCC will permit. All booths must comply with the OCCC rules on the height restrictions at their specific location on the floor.

LINEAR BOOTHS: Exhibit backgrounds may not exceed 8' (2.44m) in height, including signage. The maximum height of 8' (2.44m) is allowed only in the rear half of the exhibit space, with a 4' (1.22m) height restriction imposed on all materials in the remaining forward space. Where an unfinished portion of an exhibit is exposed, the offending surface must be made presentable. Exhibit space must be carpeted, not included in exhibit space rental price.

END-CAP BOOTH: End-Cap booths may not exceed 8' in height, including signage. The maximum back wall of 8' is only allowed in the rear half of the booth and within 5' of the two side aisles with a 4' height restriction imposed on all materials in the remaining space forward to the aisle.

BOOTH CARPETING: Exhibit booths must have all visible floor space carpeted. Exhibitors are responsible for supplying or leasing their own carpet. If an exhibitor elects to supply their own carpet, it must be in good condition and fully cover the allotted space or the exhibitor will be required to rent carpet from the official service contractor.

HANGING SIGNS: Maximum height of hanging signs will be **22'** from top of the sign to the floor; please submit all renderings for approval of hanging signs to NTSA Director of Exhibits. Please include the height at which your sign will be installed. Installation of all hanging signs must be arranged through the Orange County Convention Center. Outside rigging companies will not be allowed access to rigging points inside the OCCC.

USE OF SPACE: Demonstrations must be contained within the booth space. If booth visitors/spectators overflow into the aisles or adjacent booths; or otherwise impede normal traffic flow, NTSA has the right to limit, discontinue or move the demonstration area causing the problem. Distribution of samples and printed matter of any kind, or any promotional material, is restricted to the confines of the exhibit booth.

Rules & Regulations Governing the Exhibit (Continued)

COVERED DISPLAY / SECOND STORY DESIGN: For special rules regarding these set ups, please contact NTSA Director of Exhibits. Two copies of the plans must be submitted to NTSA Director of Exhibits for approval no later than deadline stated in the online Exhibitor Manual. A fire watch will be required on all covered and second story booths.

SOUND DEVICES: Sound of any kind must not be projected outside the confines of the exhibit booth. If the nature of the equipment to be displayed is such that a loud noise is part of the performance, the Exhibit Manager must be informed. Mechanical or electrical devices, which produce sound, must be operated so as not to prove disturbing to other exhibitors. Management reserves the right to determine the acceptable sound level in all such instances. **This will be strictly enforced.**

CAMERA/RECORDING EQUIPMENT: Unauthorized photography, video, audio and other recording devices will not be permitted in the presentation rooms and/or exhibit hall. Exhibitors are responsible for the appropriate handling of technical information presented in their space. Please review your policy documents and that of the government agencies with whom you contract regarding open/limited/restricted distribution and sharing limitations.

EXHIBITOR REPRESENTATIVES' RESPONSIBILITY: Each exhibitor must name at least one person to be his representative in connection with installation, operation and removal of exhibit. Such representative shall be authorized to enter into such service contracts as may be necessary, and for which the Exhibitor shall be responsible.

EXHIBITOR APPOINTED CONTRACTOR'S (EAC): An exhibitor may employ the services of an EAC to install and dismantle their display, providing the exhibitor and the EAC comply with the show rules and regulations set forth for EAC's. EAC's and their employees will not gain access to the exhibit hall unless they are properly registered with NTSA in advance. EAC's must adhere to all rules and regulations set forth by the Organizer.

FOOD & BEVERAGE: The Organizers must approve requests for any distribution of food and beverages. No popcorn distribution will be allowed on the exhibit floor without prior approval from the Organizers. Booth cleaning will be required for any booths distributing popcorn.

LABOR: Exhibitors must comply with union work rules where applicable. Union labor will be made available.

EXHIBIT LOGISTICS: Detailed data, in the form of an Exhibitor Service Manual, will be posted on the I/ITSEC website in ample time for advance planning. The Exhibitor Service Manual will contain information regarding shipment, labor, electrical services, and rental items, exhibit hours, etc. Service order forms for all available services will be included and should be returned promptly.

FAILURE TO OCCUPY SPACE: Space not occupied by 0800 Monday morning prior to show opening, is considered to be forfeited and may be resold, reassigned or used without notice or refund. Please notify NTSA of your intentions if you plan to arrive later than 0800 Monday.

FOREIGN EXHIBITING COMPANIES: Each exhibiting company bringing equipment from outside the United States is responsible for ensuring that all equipment and display items have the necessary documents to meet the rules and Regulations of Customs and procedures for admission into the country, the Organizers or their sub-contractors cannot be held responsible for any errors or omissions or be held liable by the Exhibiting Company in the event that the Authorities raise any questions regarding the Entry Forms.

SELLING ON THE TRADESHOW FLOOR: **NO** cash and carry sale of goods as in a retail setting is permitted from an exhibit booth or in the exhibit facility. Exhibiting companies found participating in this action, will be removed from the show floor and no monies will be returned for booth fees.

SUB-LEASING: Exhibitors may not assign or sublet their space to others without prior written consent of NTSA. Only one company may occupy any booth space (no sharing of space). Exhibitors may not display goods or services other than those manufactured or distributed by them.

SECURITY: The Organizer will employ reputable guards during the course of the Exposition. The duty of the guards will be to protect the general exhibit against fire or other catastrophes. The Organizer, Exposition Management, nor the owners or lessors of the exhibit premises will assume any responsibility for exhibitors' personal property. It is suggested that the exhibitor insure his property against loss and theft. Forms for individual security will be provided in the Exhibitor Service Manual.

FIRE AND SAFETY LAWS: Federal, State and City Laws must be strictly observed. Booth decorations must be flameproof. Wiring must comply with fire department and underwriters' rules. **Smoking is forbidden in the Orange County Convention Center.** Crowding will be restricted. Exhibits cannot block aisles and fire exits.

COMPLIANCE WITH LAWS: Exhibitors must comply with all laws, rules, regulations and ordinances in force.

REJECTED DISPLAYS: The exhibitor agrees that his exhibit shall be admitted and shall remain from day to day solely on strict compliance with the rules herein laid down. The Organizer reserves the right to reject, eject or prohibit any exhibit in whole or in part, or any exhibitor or his representative, with or without giving cause. If cause is not given, liability shall not exceed the return to the exhibitor of the amount of rental unearned at the time of ejection. If an exhibit or exhibitor is ejected for violation of these rules or for any other stated reason, no return of rental shall be made.

AMENDMENT TO RULES: Any and all matters or questions not specifically covered by the preceding rules and regulations shall be subject solely to the decision of the Organizer. The Organizer may amend these rules and regulations at any time and all amendments so made shall be binding on exhibitors equally with the foregoing rules and regulations.